

*Come work at CDSS where . . .*



## People come First!

Would you like to be part of an innovative driven team?

Do you want a profession that is  
meaningful and impacts the lives of people?

**You can.**

**At the California Department of Social Services,  
Estimates and Research Services Branch,**



### Office Technician (Typing)

#### EMPLOYMENT OPPORTUNITY

*Our mission is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.*

The State of California recognizes that its employees are the most important asset in achieving this goal and offers outstanding benefits and opportunities for professional growth.

The Estimates and research Services Branch is a dynamic, fast-paced organization looking for an organized, highly motivated, self-directed individual. The Office Technician will be part of a team supporting the development of budgets for county administered programs.

Under the direct supervision of the Branch Chief, the Office Technician will function as the branch Secretary and provide support to the entire organization. Typical duties include: coordinating personnel transactions, maintaining the management calendars, scheduling meetings, answering and routing incoming phone calls from all levels of state, federal, and county employees, maintaining electronic and manual filing systems and assignment logs, and assisting the managers and staff in the development of various letters, charts, and reports.

Proficiency in Microsoft Office Programs such as: Word, Excel, and Outlook are highly desirable. The ability to organize information, communicate effectively both verbally and in writing, work independently, possess effective interpersonal skills, and maintain confidentiality are also desirable.

If you would like to be a part of our team, we invite you to submit your application!

**Final File Date: Until Filled**

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

**Contact Information:** Gina Brown  
(916) 657-1668  
744 P Street, MS 8-14-90  
Sacramento, CA 95814

